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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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04/04/06

Created

**TITLE: ASSISTANT DEVELOPMENT DIRECTOR (NON-CLASSIFIED)**

**DEFINITION**

Under general direction, to assist in the planning, direction, organization and review of the development, promotion and administration of City development programs and projects including Economic Development, Redevelopment and Housing/Community Development; and to do related work as required.

**REPORTS TO:** Development Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Development Director. Exercises general direction over professional, para-professional and administrative support staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- \$ Assist in the development and organization of basic programs, activities and procedures to accomplish City development objectives.
- \$ Assist in the development and implementation of business attraction, retention and expansion strategies.
- \$ Assist in the development of business incentive programs to attract target businesses to the City.
- \$ Assist in developing and implementing strategies to expand the City's sales tax base.
- \$ Assist in implementing the City's economic development strategic plan, and amend the plan as necessary.
- \$ Work with developers and City departments to address issues associated with the implementation of large scale economic development projects in the City, as well as tenant improvements needed to facilitate the opening of new businesses in the City.
- \$ Develop targeted marketing and advertising materials for the City to expand its economic base.
- \$ Negotiate complex development agreements.
- \$ Evaluate the opportunities for improving the City's economic base and provide advice and assistance to the Director, business groups and property owners on strategies for economic development.
- \$ Administer and supervise the implementation, execution and completion of Department plans and projects.
- \$ Solicit participation by developers, contractors, lenders and others in potential investment projects by offering technical assistance and/or the use of Departmental funding as an inducement; manage bidding and proposal approval process.
- \$ Make program recommendations regarding the allocation of available resources among various types of potential projects; performs both short and long-range planning.
- \$ Provide technical guidance and/or direction to subordinate staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- \$ Goals and procedures of urban renewal and development programs.
- \$ Federal, State and local laws regarding development programs.
- \$ Principles of organization, administration, budget and personnel management.
- \$ Redevelopment laws and principles of development deals and agreements.
- \$ Operational characteristics of a municipal redevelopment/economic development program.

### **Ability to:**

- \$ Formulate, evaluate and make recommendations on economic development, land development, community development and rehabilitation programs and policies.
- \$ Analyze economic studies.
- \$ Negotiate contracts and agreements with consultants and developers.
- \$ Administer and monitor development programs in accordance with Federal, State or local law, rules and regulations or directives.
- \$ Interpret, explain and apply redevelopment laws, rules and regulations.
- \$ Collect and analyze data and prepare both comprehensive and concise reports.
- \$ Make effective oral presentations.
- \$ Prepare clear and concise reports.
- \$ Communicate clearly and concisely, both orally and in writing.
- \$ Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.
- \$ Select, supervise, train and evaluate staff.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university in business or public administration, regional planning or a related field.

Experience: At least eight years of progressively responsible administrative experience in urban development, planning or a related endeavor.

**MEDICAL CATEGORY:** Group 1

### **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Assistant Development Director

**TO:** Development Director